

1. Site Name: Sauget Area Sites	2. WA #: 47-5N60	3. State: IL			
EPA Region V ARCS Contract Award Fee					
<input type="checkbox"/> Summary Evaluation Report	<input checked="" type="checkbox"/> Performance Event Report				
Contractor: E&E		Contract Number: 68-W8-0086			
Contractor Program Manager: Daniel Sewall		Phone: (312) 578-9243			
Project Officer (PO): Pat Vogtman		Phone: (312) 886-9553			
Contracting Officer (CO): Peggy Hendrixson		Phone: (312) 886-6581			
Work Assignment Manager (WAM): Leah Evison		Phone: (312) 886-4696			
Performance Period From: May 1, 1997 - October 31, 1997					
Performance Evaluation Category					
<input checked="" type="checkbox"/> Overall Technical Performance	<input type="checkbox"/> Program Management Evaluation				
Contractor Performance Evaluation					
<input type="checkbox"/> Outstanding	<input checked="" type="checkbox"/> Exceeded Expectations	<input type="checkbox"/> Satisfactory			
<input type="checkbox"/> Marginally Satisfactory	<input type="checkbox"/> Unsatisfactory				
<p>Description of Activities:</p> <p>During this performance period, the contractor prepared the work plan for the project and performed activities relating to data acquisition and set up preliminary data summary tables. This included reviewing files at EPA Region 5, ORC, IEPA, and various county offices.</p>					
<p>Overall Performance Evaluation:</p> <p>Although the work plan was the only deliverable during this reporting period, the contractor's performance has exceeded my expectation because of their efficient use of time, flexibility, excellent communication with the project manager, and perseverance in finding the scattered but necessary data for the work assignment.</p>					
<p>Strengths/Weaknesses/Needed Improvements:</p> <p>see above</p>					
Evaluator Signature: <i>LHE (see original)</i>		Date:			
Evaluation Criteria Score Sheet					
Project Planning	5	4	3	2	1
[Organizing (e.g. work plan development, data review); scheduling; budgeting]					
The contractor developed the work plan ahead of schedule with only very small revisions needed. The revisions were submitted immediately. Budgeting and scheduling have been within planned limits.					
Technical Competence & Innovation	5	4	3	2	1

[Effectiveness of analysis; Meet plan goals; Expert testimony; Support COE/State/Enforcement; Adhere to Regs and procedures; Approach creativity/ingenuity]

Although no technical deliverables have been submitted yet, the contractor has shown a high level of creativity in devising plans to represent the needed data, which are communicated to the RPM.

Schedule and Cost Control

	4	X		
5		3	2	1

[Budget (hours & costs) maintenance; Priority schedule adjustments; Cost minimization]

The contractor's budget and schedule are within planned limits. Travel has been kept to a minimum by combining trips for various purposes.

Reporting

X	4	3	2	
5				1

[Timeliness of deliverables; Clarity; Thoroughness]

No written deliverables have yet been submitted; however, the contractor has been exceptionally good at keeping a high level of communication with both the work assignment manager at U.S. EPA and the Project Manager for these State lead sites. The contractor frequently calls to report progress and check details of planned deliverables and this is much appreciated by the WAM.

Resource Utilization

		X	2	
5	4	3		1

[Staffing; Subcontracting; Equipment; Travel, etc.]

The contractor has used adequate and competent staff for the performance of the work assignment to date. Travel has been within the bounds of the work plan. No subcontracting or equipment have been used.

Effort

	X			
5	4	3	2	1

[Responsiveness; Mobilization; Day-to-day; Special situation (e.g. adverse/dangerous conditions)]

The contractor is extremely responsive to the needs of both the U.S. EPA WAM and the State project manager and is clearly adept at dealing with this unusual situation where the WAM is not in the lead agency for the site. This takes a special level of cooperation and the contractor has done it very successfully.

Contractor Performance Evaluation by Project Officer

5	4	3	2	1

Project Officer Assessment and Certification:

Project Officer Signature:

Date: